Request for Proposal (RFP) for selection of Consultant/ Agency for "Monitoring and Concurrent Evaluation (including Documentation)" of Integrated Watershed Management Projects (IWMP) in Uttar Pradesh

PRETEXT

1. The State Level Nodal Agency (SLNA), Department of Land Development and Water Resources is entrusted with the responsibility of implementing the Integrated Watershed Management Projects in the State. The above Projects are implemented under the Guidelines of the Department of Land Resources, Ministry of Rural Development, Government of India. The details of which can be seen on the website: www.dolr.nic.in as well as the website: http://upldwr.up.nic.in of the Department.

2. The common guidelines states that monitoring of the project must be consistent feature of the IWMP program. All the agencies involved in implementation of the IWMP and the project institutions are mandated to administer some form of effective monitoring of their own operations and relevant progress. However, provision for external monitoring holds critical significance in bringing an unbiased and quality analysis of whole range of project related affairs and its progression in right direction. The external monitoring and results tracking involves extensive consultation with the stakeholders in field as well as collation of data and information available with them.

3. The SLNA is interested in engaging expert organizations/ bodies/ firms with domain knowledge on concurrent monitoring and evaluation and ICT-aided applications to carry out the assignment.

This Agreement will be for three years. It can be extended by another two years on mutually agreed terms.

COMPETENCIES OF THE INCUMBENT AGENCY

4. The incumbent agency must be conversant with the provisions of panchayati raj institutions in the state, wide range of social, regional and livelihood contexts and nuances of functioning of the social and rural development programs being implemented by line departments.

5. Technical Qualifications: the applicant agency must be/ have -
- Functional as a registered entity/ society/ company for more than 5 years as on the date of issuance of RFQ/ RFP. Audited balance sheet will be provided for past 3 years.
- Domain knowledge of IWMP or Water Resources or Natural Resource Management.
- Professional credential of discharging concurrent monitoring/ supportive supervisory assignments for large multidimensional social sector programs in country specific experience of Uttar Pradesh will be preferable. The Agency should have similar experience with government programs as well.
- Proven competence of innovating and creating ICT-based M&E and data generation/ collation applications and tools to match the requirement of the Common guideline and the scale of the program.

Terms of Reference (TOR)

BACKGROUND

6. Department of Land Resources, Ministry of Rural Development, Government of India has launched the Integrated Watershed Management Program (IWMP). The program is being implemented by the Department of Land Development & Water Resource, Government of Uttar Pradesh.

7. The program includes the overall development of rainfed areas of the state by conserving rainfall/ harvesting runoff water, checking soil erosion and managing watershed on sustainable basis by planning suitable watershed development/ soil and water conservation measures such as contour bunding, gully plugging, check dams water harvesting structures etc. along with Afforestation/ social/ agro-forestry, Horticulture etc. For upliftment of socio economic conditions of the landless/ asset less, SC/ ST, women of the watershed community, suitable Livelihood/ income generating activities are envisaged. Land owning farmers are also encouraged to improve farming/ production system by enhancing crop yield using quality seed and balanced fertilizer along with organic farming and latest package of practices including animal husbandry and micro-enterprises.

SCOPE AND BROAD CONTOUR OF THE 3rd PARTY MONITORING

8. The aim should not only be regular monitoring of the projects at each stage but also making online monitoring an essential feature for all projects. Each M&E assignment must include physical, financial and social audit of the works done. Although the incumbent agency is expected to play the role more of facilitators, they must strictly do the evaluation consistent with the Guiding principles.

9. The incumbent agency would seek to undertake regular monitoring of the projects, on a standard sample rationally evolved for each project to represent whole range of diversities and status of various project components. The SLNA expects monitoring of the projects at least on six-monthly basis.

10. Contour of the 3rd party monitoring assignments would be multi-fold : tracking progress of activities and concerned processes and relevant outcomes would be central to the monitoring assignments. Special focus would be laid on functioning and demonstrated performances of the project institutions _ WCs, SHGs, PIA with specific emphasis on the WDTs and WCDC which would be reviewed consistently across all projects.

APPROACH AND METHODOLOGY

11. The incumbent agency would consult a range of secondary information, especially those submitted by the PIAs, WCDCs and institutional records of the WDT, WCs and other community institutions e.g. SHGs, users/ producers' groups etc. It would look into the monitoring functions and observations made by the beneficiary community in its institutional records and also referring to documents & testimonials of social audit. The monitoring in its approach would be participatory in

nature and would assign high significance to information shared by the agencies, project institutions and by other stakeholders.

12. The incumbent agencies must elaborate its specific approach and methodologies to be adopted in project monitoring assignments.

Technology integration

13. The incumbent agency must ensure compliance with the expectations of the common guidelines of online monitoring. Realistic connect with the benchmark, entailing the provisions of DPR as a detailed MIS and prompt generation of intelligence related to project implementation and management etc. must be core deliverable of the monitoring assignments. The incumbent agency must be able to align its technological tools and applications with existing online monitoring framework of the department, if required.

Review the results of the Project and documentation

14. To check the bottom line of the intervention - whether the project is bringing about the desired change needs to be appraised. The incumbent agency would assess whether or not the best practices are being followed. The incumbent agency would need to gauge how efficiently the project has delivered (tangible) benefits to the identified community and could it enable the institutions for decentralized and effective governance and service delivery. Also, the agency would seek to report lessons learnt from the project and whether or not the lessons and project deliverables could best serve the purpose of corresponding policies/ guidelines.

15. Document success stories and lessons learnt -
   - Relevant information and lessons on an ongoing basis and also records of projects showing substantial increase in livelihood productivity;
   - Identify key achievements, success stories and best practices
   - Main lessons emerging in terms of -
     a. Sustainable development of watersheds
     b. Capacity Building and strengthening of the watershed community
     c. Decentralization of project management and implementation set up; role of various stakeholders

RECOMMENDATIONS

16. The agency must come up with precise and phase-specific recommendations regarding various project activities and therefore performance and results delivery. The recommendations must aid improving management, institutional arrangements & functioning and coordination. Also, such recommendations should help in principled decisions about the sustainability and replicability of the best practices.

CRITERIA FOR SELECTION

17. Technical evaluation criteria for selection -

1.	Experience in the field of project monitoring and evaluation	15
2.	Experience and expertise in study/ project documentation	15
3.	Use/ incorporation of (experience in) web based/ ICT enabled technology adoption	25
4.	Robustness of approach & methodology	25
5.	Composition of the professional team and & its competence and qualification	20
Total		**100**

Along with the above quote the applicant Agency will also furnish the detail of the experts to be put on the job, their qualifications, experience

Financial Evaluation criteria

1. The applicant agency should give the financial quote as % tage of the project cost for monitoring and evaluation separately. It will be based on the financial progress in the project from the date of Letter of Award (LoA). The quote and payment are linked with actual financial progress in the Project.

Selection Process of the Consultant / Agency

2. The selection process to be followed will be Cumulative Quality cum Cost Basis System. The applicant Agencies scoring more than 80% score on Technical Evaluation criteria will qualify for opening of their financial bid. For computing the final score the Technical Score will be given a weightage of 80% and the Financial Score will be given a weightage of 20%. The Agency getting the highest score will be the selected Agency for the assignment.

Bid Security:

The RFP should accompany a bank draft of Rs. 50,000 / drawn in favour of C.E.O., SLNA, Uttar Pradesh. The applications without the bid security will be taken as non responsive.

The last date for submission on RFP is 10th April 2013. The address on which the RFP is to be submitted is Chief Executive Officer, State Level Nodal Agency (IWMP), 23-C, Gokhale Marg, Lucknow-226001. For any clarification the contact number is: 0522-4005337.